

***Request for Proposal for Contract
For
Supply Chain Management Pathway Training***

Name of Contract: Supply Chain Management Pathway Training

Submission Date: Submit your quote and qualifications by **5:00 PM July 23, 2010**

Funding Source: Carl D. Perkins Career and Technical Education Act of 2006

Background: The Carl D. Perkins Career and Technical Education Act of 2006, also called Perkins IV, provides Ohio with federal funds that support challenging academic and technical Programs of Study that prepare students for lifelong learning and for high-skill, high-demand occupations both in current and emerging professions. To meet the statutory requirements, Ohio commits to providing all learners with appropriate academic, technical and workplace readiness skills to enable them to graduate from high school and transition seamlessly to a postsecondary pathway and the workplace. Programs of Study within Ohio's Tech Prep system address the integration of a coherent and rigorous sequence of career-technical content and the academic Core content, inquiry-based and problem-based delivery, and alignment to emerging state and regional business and economic development needs. Ohio's Perkins IV plan also provides for instructional support and program improvement including stronger academic and technical integration and accountability for results for educators, administrators and counselors through pre-service and in-service professional development.

Governor Strickland and the Ohio Department of Development have listed logistics as an "Ohio Targeted Industry" in the Ohio Economic Development Strategic plan because Ohio is a leader in several key categories in the industry. The plan is an effort to foster a strong Ohio workforce and improve the state's economic development. As stated in the Governor's plan, "Our new **Targeted Industry Development Teams** will develop specific retention, expansion, and attraction strategies for each target industry." http://www.development.ohio.gov/strategicplan/documents/Executive_Summary.pdf

Another descriptor for the Logistics industry is Supply Chain Management, which is used in career-technical education in Ohio. In Ohio, this industry shows sustained growth at 9.5% faster than the economy. The middle range for industry workers is \$30.51 -\$48.88 per hour, and the industry labor market is expected to grow 8.2% between 2006 and 2016. Research indicates that this growing industry requires higher levels of technology and math skills to be able to work with global positioning, global information and radio frequency identification systems. Business industry leaders emphasized that the CTE content standards include strategies to support student ability to analyze the Supply Chain Management industry and calculate return on investments. The Ohio Department of Education wants to provide teachers with the opportunity to receive professional development and training that would target inquiry-based education inclusive of academic, technical and workplace readiness skills for the Supply Chain Management industry. The training would introduce and address the CTE Supply Chain Management content standards. The professional development opportunity will include training evaluations as well as a teacher implementation assessment to indicate levels of teacher implementation of training strategies and content.

Goal:

The Office of Career-Technical Education is seeking quotes to provide teacher professional development and training inclusive of Supply Chain Management content standards, academic integration and teaching strategies. Teachers will be provided with an opportunity to increase their knowledge of Supply Chain Management and identified content related resources. The results of the training would provide students

with the academic and technical skills to allow them to successfully enter Ohio's workforce or postsecondary education

Objectives:

- Increase teacher knowledge of the Supply Chain Management content standards
- Increase teacher ability to provide a Supply Chain Management curriculum inclusive of integrated academics, content knowledge, and technology
- Increase teacher ability to design their Supply Chain Management course(s) including locating resources

Description of Services: The Ohio Department of Education, Office of Career-Technical Education, is seeking proposals from qualified third-party applicants to:

- 1) Provide two professional development and training opportunities to Supply Chain Management teachers
- 2) Provide a report to ODE that includes participants review of the training institute and results of teacher implementation of the training in their classroom

Eligibility: Profit or non-profit businesses or institutions

Award Date: The vendor awarded the contract will be notified of selection by phone or e-mail by July 30, 2010

Award Period: This project will begin upon approval of the State controlling Board (if required) and will end June 30, 2011

Project Request:

The contractor will be expected to provide the following deliverables:

1. Provide one 3-day training institute for no more than 20 approved CTE supply chain management secondary teachers with no additional training costs for the school district or teacher other than travel, food and lodging to be paid by the participant or school district. The following must be considered in the development of the training institute:
 - a. Content of the training, which must come from the SCM content standards, is to be determined by vendor and ODE contract manager and could include paid speakers
 - b. Training must include a one-day tour of a supply chain management business that includes speakers from that business during that training day
 - c. Provision of materials and instructional information to be used by the participants to embed content into instruction between training sessions
 - d. Assistance to participants in use of content resources which are identified by the vendor and includes projects and/or case studies;
 - e. Communications, marketing, coordination, facilitation, and activities to execute the training institute
 - f. Provision of a participant end-of-training evaluation report that includes participant responses to the training and materials provided in the training
2. Provide one 2-day continuation of the training for no more than 20 approved CTE supply chain management secondary teachers with no additional training costs for the school district or teacher other than travel, food and lodging to be paid by the participant or school district. The following must be considered in the development of the training institute:

- a. Content to be determined by Vendor and ODE contract manager and will be taken from the CTE Career Field Technical Content Standards for Supply Chain Management pathway
 - b. Identification and training in use of Supply Chain Management content resources, including projects and/or case studies
 - c. Identification and discussion of math and technology problems related to supply chain management
 - d. Communications, marketing, coordination, facilitation, and activities to execute the training institute
 - e. Provision of a participant end-of-training evaluation report that includes participant responses to the training and materials provided in the training
3. Provide an annual report to ODE that provides an analysis of teacher evaluations and responses to both participant end-of-training assessment and the participant end-of-year evaluation with emphasis on both training effectiveness, areas for improvement and training implementation. The report will include:
- a. End-of-training evaluation report that includes participant responses to the training and materials provided in the training sessions
 - b. End-of-year evaluation of teacher implementation of content standards and resources in the classroom

Minimum Required Qualifications:

The Office of Career-Technical Education is seeking a contractor with the following qualifications:

- Must have experience or able to identify and contract with individuals who have knowledge of the Career Field Technical Content Standards for Supply Chain Management and instructional strategies for Supply Chain Management
- Must have experience or able to identify and contract with individuals who have knowledge of math and technology instruction and resources as related to supply chain management
- Must be able to identify national and state Supply Chain Management industries
- Must have experience in developing business partnerships
- Must be able to demonstrate experience with group instruction and facilitation, teacher training, and evidence of successful training

The vendor is responsible for replacing, in a timely manner, any personnel whose skills the ODE determines to be inadequate (based on project oversight) to perform their assigned tasks. The vendor must obtain equally qualified replacement personnel for any personnel who become unavailable during the course of the project.

Anticipated Timeframe for the Work: From contract purchase order date to June 30, 2011.

Required Documentation and Submission Guidelines:

One original proposal is to be submitted in the following order using the identified form or format:

Section 1: Cover Page which identifies a contact person, address, telephone number(s), email and fax number.

Section 2: Narrative
This Narrative should indicate how the applicant will address the deliverables and related activities.

- Section 3: Activities Description
Please include an Activities Description that details the proposed plan for completing required deliverables. Include Goals, Activities/Tasks and Outcomes. Details should not exceed five (5) pages.
- Section 4: Service Quote
Provide a quote for services rendered including an estimated number of hours or cost for each specific activity and a proposed fee for quoted services. A contract will be issued that begins on the issued date of the purchase order from the State of Ohio, Office of Budget and Management
- Section 5: Appendix
Attach: Resume, Letter(s) of recommendation, any supporting documentation, completed form to obtain OAKS Vendor identification number (Vendor Identification Form).
The Vendor Information Form can be found on the Ohio Shared Services website at: <http://ohiosharedservices.ohio.gov/Vendors.aspx?Page=2>
Fill out and submit the following forms:
Vendor Information Form (OBM-5657)
IRS Form W-9
Authorization Agreement for Direct Deposit of EFT Payments (OBM-1234)

Proposal Review Process:

Only those proposals received by **5:00 PM July 23, 2010**, will be reviewed using the following process.
Late proposals will not be reviewed.

By submitting a Proposal, the offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. The State is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry process described in this RFP.

The State may reject any Proposal if the offeror takes exception to the terms and conditions of this RFP, fails to comply with the procedure for participating in the RFP process, or the offeror's Proposal fails to meet any requirement of this RFP. The State may also reject any Proposal that it believes is not in its interests to accept and may decide not to do business with any of the offerors responding to this RFP.

All Proposals and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a Proposal or supporting materials because the State will have the right to use any materials or ideas submitted in any Proposal without compensation to the offeror. Additionally, all Proposals will be open to the public after the Contract has been awarded.

During the evaluation process, the Procurement Representative or the evaluation committee may request clarifications from any offeror under active consideration and may give any offeror the opportunity to correct defects in its Proposal if the Procurement Representative believes doing so does not result in an unfair advantage for the offeror and it is in the State's interests.

Selection criteria will be based on the quality of the proposed project narrative, activities description, the appropriateness of the personnel committed to this work, and the proposed cost. An interview may be scheduled as part of the review process to gain clarity and determine capacity for implementation regarding the proposal.

Submission

Applicants are responsible for verifying receipt of applications and understand that incomplete submittals or incorrect information could be cause for disqualification. Applications containing all required elements will receive careful review but cannot be guaranteed funding. Proposals become the property of the Ohio Department of Education.

The contractor must agree to complete all deliverables by June 30, 2011. ODE may cancel this RFP, fund a portion of the project, reject all proposals and/or seek to meet the objective through a new RFP or other means if none of the proposals are deemed acceptable.

Ohio Revised Code (O.R.C.) Section 9.24 prohibits the State from awarding a contract to any provider(s) against whom the Auditor of the State has issued a finding for recovery if the finding is “unresolved” at the time of the award. By submitting a proposal, a provider warrants that it is not now nor will it become subject to an “unresolved” finding for recovery under O.R.C. 9.24 prior to the award of any contract arising out of this RFP, without notifying the Agency of such finding.

The Ohio Department of Education reserves the right to fund any proposal in full or in part, to request additional information to assist in the review process, to require new proposals from interested parties, to reject any or all proposals responding to this RFP, or to re-issue the RFP if it is determined that it is in the best interests of the State of Ohio. Issuing this RFP does not bind the State to making an award. The Ohio Department of Education staff will administer the RFP. ODE reserves the right to adjust the dates for this RFP for whatever reasons are deemed appropriate.

Please note two State-run programs for which you may be eligible – the Minority Business Enterprise (MBE) program and the Encouraging Diversity, Growth and Equity (EDGE) program. The MBE program is designed to assist minority businesses in obtaining state government contracts through a set-aside procurement program for goods and services. State agencies are required to dedicate 15% of contract expenditures to MBE certified vendors. Under the EDGE program, State agencies are required to dedicate 5% of contract expenditures to economically and socially under-utilized business. Only vendors that have registered with the State are eligible to obtain contracts under either of these programs. If you are interested in learning more about this opportunity, please contact the Department of Administrative Services’ Equal Opportunity Division at (614) 466-8380, or click on the following link to the Equal Opportunity Division website:

<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/Default.aspx>

Inquiry:

Any questions regarding this request for proposal and qualifications should be made via email to:

Dee Sturgill

Dee.strurgill@ode.state.oh.us

Specific questions may also be posted online so that responses may be shared online.

Submission of Proposals:

Submit your proposal as an attachment(s) by e-mail to:

dee.sturgill@ode.state.oh.us

Or by mail to:

Dee Sturgill
Office of Career-Technical Education
Ohio Department of Education
25 South Front Street, Mail Stop 604
Columbus, Ohio 43215-4183

And a copy via email to:

Amadu.sankoh@ode.state.oh.us

Or by mail to:

Amadu Sankoh, Agency Procurement Officer
Ohio Department of Education
25 South Front Street, Mail Stop G
Columbus, Ohio 43215-4183